

DD/A 81-1975

25 SEP 81

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Director of Finance
 Director of Information Services
 Director of Logistics
 Director of Medical Services
 Director of Security
 Director of Training and Education
 MG Career Management Officer

DDA INDUSTRY
 FILE: *Personnel*

STATFROM:
 Deputy Director for Administration

SUBJECT: Promotion Planning for FY 1982

1. As you are aware, the requirement to prepare an Annual Personnel Plan for submission to the Office of Personnel has been eliminated. Although Subgroups will not be required to publish and disseminate promotion targets to employees, the need remains for promotion planning by your Subgroup to assist in your overview of boards and panels. As in the past, it will continue to be important to assure proper sex and minority representation in promotion progression.

2. The DDA/CMO will continue to track promotions in FY 1982 to monitor promotion progress and to ensure that promotions are within Career Service headroom constraints. Therefore, it is requested that a listing of your promotions (sample attached) be forwarded to the DDA/CMO, 7C-18, Headquarters, by the last working day of each month. If you have any questions regarding these new procedures, please feel free to contact

7s/ William N. Hart

Attachment

cc: Subgroup Personnel Officers

Distribution:

- 1 - Each Adse (w/att)
- ① - DDA Subject (w/att)
- 1 - DDA Chrono (w/att)
- 1 - HEF Chrono (w/att)
- 1 - DDA/CMO Subject (w/att)
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DDA/CMO/Pers. Off. :pas

(24 Sept 81)

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ATTACHMENT

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DATE: _____

OFFICE OF _____

PROMOTIONS FOR THE MONTH OF _____

NAME

FROM
GRADE

EFFECTIVE DATE

SUB-CATEGORY

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